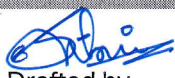
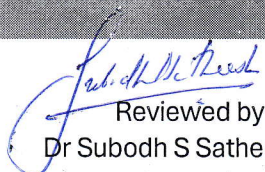
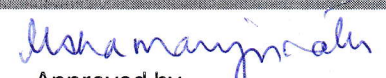


# Examination Policy

15 November 2024

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath

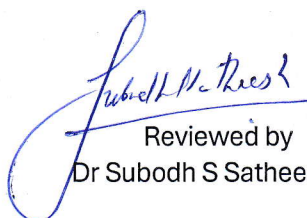


## Contents

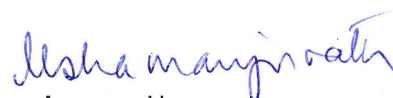
1. Introduction:.....	2
3. Objectives: .....	2
4. Policy Statement.....	2
5. Nomenclature.....	2
6. Responsibilities and Structure of the Examination Committee: .....	3
7. Declaration of Examination Schedule.....	3
8. Eligibility Criteria: .....	4
9. Hall Ticket:.....	4
10. Preparation of question papers:.....	4
11. Instructions for Invigilators.....	4
12. Conducting Examination:.....	5
13. Examination Procedure.....	5
13.1 Mid Term Assessment (MTA):.....	5
13.2 Term End Examination (TEE) .....	6
13.3 Supplementary Examination: .....	6
13.4 Complementary Examination:.....	6
14. Evaluations.....	6
15. Grading System:.....	7
16. Result Announcement.....	7
17. Grace marks .....	7
18. Re-evaluation: .....	7
19. Measures to Control Malpractice During Examination .....	8
20. Important Committee Related to the Examinations.....	9
20.1 Examination Committee: - .....	9
20.2 Examination Squad Committee.....	10
21. Retention and Disposal of Answer booklets and examination records.....	10
22. Compliance And Monitoring .....	11



Drafted by  
Ms Sibisha C



Reviewed by  
Dr Subodh S Satheesh



Approved by  
Dr Usha Manjunath

## 1. Introduction:

The Examination Policy at IIHMR-B, is envisioned to uphold transparency and integrity in assessments which is fundamental for academic excellence (to upholding academic excellence and transparency in assessments). This policy ensures that evaluations are conducted in a consistent, impartial manner, aligning with the institute's commitment to rigorous academic standards and timely feedback.

This policy provides a detailed, structured framework to support the conduct of examinations and the timely declaration of results, emphasizing integrity, fairness, and transparency in academic assessments

## 2. Scope:

The policy applies for all academic programs offered by Institute. This policy aims to streamline the examinations of the Institute and provide a uniform opportunity to all the students.

## 3. Objectives:


- 3.1 To define clear, standardized rules and procedures for examinations, including examination schedule, evaluation criteria, and re-evaluation processes.
- 3.2 To promote accuracy and efficiency in management of examinations result processing and announcements.
- 3.3 To enhance clarity among stakeholders (Controller of Examination, Examination cell, examination committee, examination squad committee, invigilator, paper setters and assessors) regarding their roles and responsibilities.

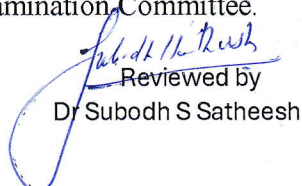
## 4. Policy Statement

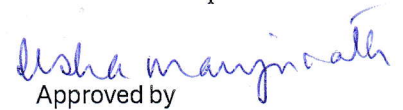
The Institute is dedicated to a robust, unbiased examination and result declaration process that upholds academic integrity. This policy encompasses evaluation protocols, attendance requirements, internal and external assessments, and re-evaluation guidelines to ensure fair and consistent treatment across all programs.

## 5. Nomenclature: In this document, unless otherwise specified:

- (a) "Institute" means: IIHMR Bangalore.
- (b) Mid-term assessment (MTA)- Ongoing evaluations conducted within each term, accounting for 30% of the total marks for each course.
- (c) Term End Evaluation (TEE) - A comprehensive final examination, accounting for 70% of the total marks, conducted at the end of each term for each course.
- (d) "Programme" means any of the Postgraduate Programme offered by the Institute.
- (e) "Course" means the subject under any Postgraduate offered by the Institute.
- (f) "First Year" means the First Year of study for any programme being offered by the Institute.
- (g) "Second Year" means the Second Year for any programme being offered by the Institute.
- (h) Complementary Examination: A complementary examination shall be conducted for the students who were absent for the regular examination conducted for any course of a Programme due to illness or unavoidable circumstances with valid proofs approved by Examination Committee.

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



- (i) Supplementary Examination: Offered to the students who were not eligible due to shortage of attendance or those who failed in the exams.
- (j) Reevaluation: A process allowing students to request re-assessment of answer scripts if dissatisfied with their marks. Modifications if any are based on discrepancies identified after adhering to the re-evaluation process.
- (k) Grade Point: Grade Point for each course is calculated for 100 marks (described under Grading System in section 15)
- (l) CGPA (Cumulative Grade Point Average): Reflects a student's overall performance across all semesters.

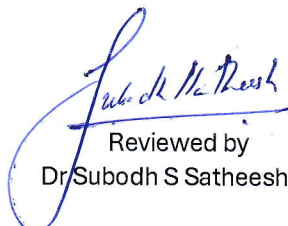
## 6. Responsibilities and Structure of the Examination Cell:

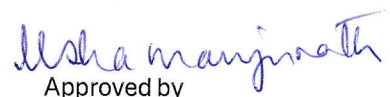
- 6.1 Examination Cell: Examination Cell is headed by Controller of Examinations. Examination Executive/s support all activities under the Cell.
- 6.2 Controller of Examinations: Controller of Examination (CoE) is responsible for appointing necessary personnel, including the invigilators and assessors, and to manage all the exam-related functions.
- 6.3 Examination Executive: Examination Executive is responsible for preparing the examination schedule, communications to paper setters, support preparation for conduct of examinations, allocating evaluators, preparation for result declaration and related activities.
- 6.4 Examination Conduct and Evaluation: The Examination Cell is responsible for planning and organizing examinations (examination hall allocation, seating arrangements etc), allocating question paper setters and evaluators, ensure the security of answer scripts, and preparing and publishing results. Answer Booklets shall be valued, tabulation of results prepared, results published, and mark sheets printed and issued within one month from the last exam date. Consequently, after the examination and program completion the Examination Committee (described in section 20.1) is responsible for the transcript preparation for the award of the Diploma/ Degree at the Convocation.

## 7. Declaration of Examination Schedule

- 7.1 Academic Calendar and Schedule: The exam schedule for each academic year, including terms exams, is published in the academic calendar by the first week of July.
- 7.2 Examination Schedule: The examination schedule shall be issued by the Examination Cell/CoE and released at least 2 weeks before the exams.
- 7.3 Cancellation of Examination: If an examination cannot be conducted due to unforeseen reasons, the Controller of Examinations shall circulate a notice to all relevant stakeholders. A new date shall be announced by the CoE.

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



## 8. Eligibility Criteria:

- 8.1 All students who have attendance of 75% and above in a course shall be eligible to take the Term End Examination of that course. Examination Committee may condone up to 15% deficiency for valid medical or emergency reasons. An undertaking letter should be submitted by the students to the Examination Cell (Annexure 1)
- 8.2 The Academic office shall inform the Examination Cell the names of those students who are not eligible to write the examination.
- 8.3 The Accounts Department and Dean Academics shall verify eligibility, ensuring there are no fee dues, and forward the final list to the Examination Cell.

## 9. Hall Ticket:

- All eligible students are issued Hall ticket for each Term End Examination (Annexure 2).

## 10. Preparation of Question Papers:

- 10.1 Paper Setting and Confidentiality: Examination Cell maintains a panel of paper setters comprised of internal and external Subject Experts/Faculty. Two sets of question papers shall be prepared by paper setters, which are managed by the Examination Cell to maintain confidentiality and security. Finally, one question paper moderated by the faculty (of the course), after verifying for syllabus alignment shall be selected for the examination.
- 10.2 The Examination Cell shall provide standardised templates to the paper setters for the same (Annexure 3).
- 10.3 On receipt of the papers, Examination Cell shall proofread and format the question papers which are printed a day before the scheduled exam and maintain utmost confidentiality.


## 11. Instructions for Invigilators

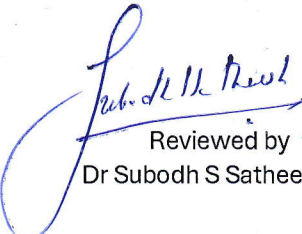
### 11.1 Pre-Examination Preparation:

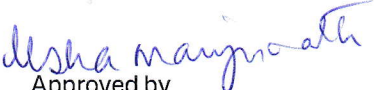
Invigilators shall report 30 minutes before the exam starts and collect essential materials, answer booklets, attendance sheet, and proformas for recording absentees and incidents. (Annexure 4 – Invigilator's Log)

### 11.2 During the Examination:

1. Invigilators shall move about in the examination hall, ensure no unauthorized materials are used, record any malpractice, and report it to CoE. Question papers shall be distributed 10 minutes before the scheduled exam start time (referred to as Cool-Off Time) for students to review the questions. The invigilators shall verify students' ID cards, sign the Hall Ticket and ensure the correct question papers are distributed.

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



2. During the examination the invigilator shall check answer booklets, to see whether all entries on the cover page have been filled-in and after verification, put his/her signature on the Answer Booklet.
  3. No clarification of any doubt regarding the question paper shall be provided by the invigilator. In case of ambiguity, the invigilator shall contact the Controller of Examinations for assistance.
  4. An invigilators log is provided to the invigilators during the examination (Annexure 4)
- 11.3 Post-Examination:
- Invigilators shall arrange Answer Booklets according to registration number, mark absentees in the forms, match the number of answer sheets against the total number of students present and return all materials to the Examination Cell after the closing time.

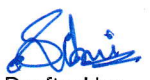
## 12. Conducting the Examination:

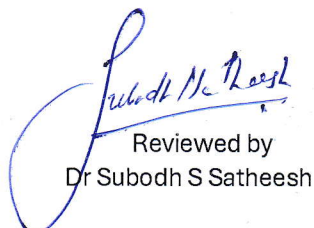
- Question Paper Distribution: Sealed question papers are supplied to the Invigilators, and they shall distribute the question papers to the students 10 minutes before the start of the exam.
- Supervision and Surveillance: Invigilators shall be present in the hall throughout the duration of the examination. The Examination Squad Committee conducts surprise inspections during the examination, and the CoE ensures that all answer booklets are accounted for post-examination.
- Documentation: Answer booklets are bundled according to courses and securely handed over to COE after each exam, with detailed attendance, absentees and incident reports.


## 13. Examination Procedure

### 13.1 Mid Term Assessment (MTA):

- The Mid Term Assessment is a useful mechanism for continuous internal assessment with a 30% of the total marks for each course. Depending on the course outcome and credits of the course module, the MTA shall be a mix of one or more evaluation components, but not limited to the following: Home Assignments (Individual / Group), Viva-Voce, Case Study, Review Paper, Group Work, Presentations, Role-Play, Quiz, Class Assignments (Individual / Group), Posters, Class Participation and Participation in Seminars, Case Discussions and Group Work activities.

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



- The assessment components with marks weightage are given by course coordinator/ Faculty as a part of course session plan submitted to the Academics office in the beginning of the term.

### 13.2 Term End Examination (TEE)

- The TEE comprises 70% of the course's total marks. Examinations are structured by subject/course faculty, ensuring alignment with program and course objectives.
- Term-end Examination for all courses shall be of 3 hours duration.
- Question Paper Format: The TEE typically includes a mix of long-answer, short-answer, and objective questions, designed to evaluate comprehensive subject knowledge and skills (Annexure 3 'Question Paper Template').

### 13.3 Supplementary Examination:

- The supplementary Examination carries 100% weightage, and the pattern shall be similar to the Term End Examination, with Short /Long Answer /multiple-choice questions to test the knowledge and analytical ability of the candidates.
- Students shall be charged a fee, as per administrative norms of the Institute and after approval by the Examination Committee.

### 13.4 Complementary Examination:

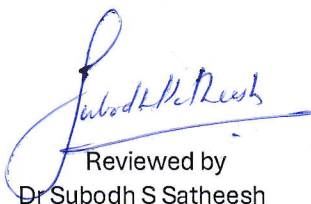
- The Complementary Examination carries 100% weightage, and the pattern shall be similar to the Term End Examination, with Short /Long Answer /multiple-choice questions to test the knowledge and analytical ability of the candidates.

## 14. Evaluation

- The answer booklets for evaluation shall be handed over to the Faculty/Course Coordinator by the Examination Cell after the completion of the Term End Examination of the respective subjects/courses.
- The evaluation process shall be completed within 14 working days of receiving the answer booklets from the Examination Cell.



Drafted by  
Ms Sibisha C



Reviewed by  
Dr Subodh S Satheesh



Approved by  
Dr Usha Manjunath



## 15. Grading System:

A 10-point Grading System applies, as follows:

Grade	Grade Point	Marks Range (%)	Remarks
<b>O</b>	<b>10</b>	<b>90-100</b>	<b>OUTSTANDING</b>
<b>A+</b>	<b>9</b>	<b>80-89</b>	<b>EXCELLENT</b>
<b>A</b>	<b>8</b>	<b>70-79</b>	<b>VERY GOOD</b>
<b>B</b>	<b>7</b>	<b>60-69</b>	<b>GOOD</b>
<b>C</b>	<b>6</b>	<b>55-59</b>	<b>AVERAGE</b>
<b>P</b>	<b>5</b>	<b>50-54</b>	<b>PASS</b>
<b>F</b>	<b>0</b>	<b>0-49</b>	<b>FAIL</b>

## 16. Result Announcement


- 16.1 The Examination Cell shall prepare the results, which shall then be verified by the Controller of Examinations and the Dean Academics.
- 16.2 Results shall be announced after review and approval by the Examination Committee within 20 days of the last examination in a term.
- 16.3 Examination committee will recognize students failed in 3 or more subjects and inform the details to the academic department.

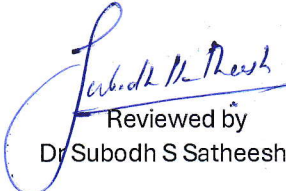
## 17. Grace marks


- 17.1 A total of 8 grace marks are available for the entire 2-year program for each student. A student can request grace marks allocation if he/she has failed 2 courses (or fewer) in TEE.
- 17.2 The students can claim grace marks only once during the program.
- 17.3 The students awarded with grace marks shall not be considered for any Academic Awards/Recognitions.
- 17.4 The candidates can claim the grace marks within two weeks after the release of the results.
- 17.5 Students who wish to avail themselves of this facility of grace marks, must fill in the grace marks form and submit it to the Examination Cell (Annexure 5 – Application for Grace Marks Template). If grace marks are granted, the same is recorded and preserved for future reference.

## 18. Re-evaluation:

- 18.1 Students may request re-evaluation within two weeks of result declaration in a prescribed format (Annexure 6: Re-evaluation Form).

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



- 18.2 Re-evaluation shall be charged a fee, as per administrative norms in the Institute and approved by the Examination Committee.
- 18.3 A student can request re-evaluation for a maximum of three papers/courses per term.
- 18.4 The score sheet from the previous evaluation shall be 'blinded' and not accessible to the second evaluator during the re-evaluation process. The marks after re-evaluation shall be recorded in a separate scoring sheet, which is available in the answer booklet.
- 18.5 In case of any discrepancy in the marks obtained, the Examination Cell shall consider the highest marks for the course.
- 18.6 The revised results shall be declared within 7 days of receiving the re-evaluation request.


## 19. Measures to Control Malpractice during Examinations

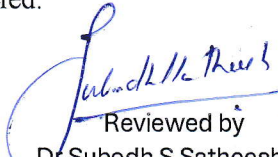
The following list outlines the types of malpractices:

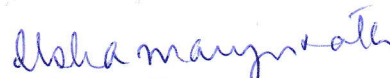
- 19.1 Possession of Unauthorized Materials: Carrying notes, papers, books, or digital devices (e.g., mobile phones, smartwatches) with relevant content to any of the course work of the program.
- 19.2 Impersonation: Allowing someone else to take the exam on the candidate's behalf or appearing in place of another candidate.
- 19.3 Communication During Examination: Talking or exchanging information with another candidate or unauthorized person during examination hours without the permission of the invigilator.
- 19.4 Tampering with Answer Scripts: Altering or replacing answer scripts or tampering with any exam material.
- 19.5 Physical or Verbal Misconduct: Engaging in abusive behavior, bribery, or intimidation of invigilators or exam officials.
- 19.6 Disruptive Conduct: Behaving in a way that disrupts the examination environment, including forceful attempts to prevent others from writing the exam.

Procedures for Handling Malpractice incidents:

1. Referral to the Examination Squad Committee: All cases of suspected malpractice shall be referred to the Examination Squad Committee. The committee shall review the case, gather evidence, and submit a detailed report to the Controller of Examinations for further action.
2. Expulsion from the Examination: A candidate found engaging in malpractice shall be immediately expelled from the examination hall, and his/her performance in the affected subject shall be canceled.

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



3. Charge a Fine: In case of possessing a mobile phone/any other digital device during the examination, the device shall be taken away from the candidate and he/she shall be expelled from the examination hall. A fine shall be charged as per administrative norms, and the student must provide a written acknowledgment confirming their involvement in malpractice. Upon this, the mobile/the device shall be returned to the student.
4. Failing Grade: The student shall receive an "F" grade for the subject in which he/she was found to have engaged in malpractice (Section 15)
5. Review by Examination Committee: The Controller of Examinations shall refer cases to the Examination Committee for review. If a candidate repeats malpractice, further penalties shall be imposed in accordance with the Committee's recommendations.
6. All malpractice incidents shall be recorded in a specified format. (Annexure 7 – Malpractice Reporting Format)

## 20. Important Committees related to the Examinations


### 20.1 Examination Committee: -

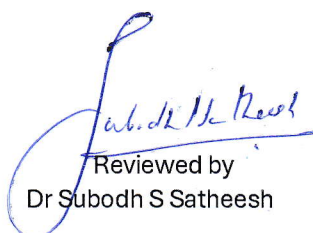
**Examination Committee** – The Director shall constitute an Examination Committee (EC) and appoint the Controller of Examinations (CoE) for a specified period. EC consists of Six Members in general. Details of the Committee Members are:


1. Director – The Chairperson
2. Dean Academics – Member
3. Controller of Examinations – Member Secretary
4. Faculty Representative – Member
5. Examination Cell Executive – Member
6. Officer – Academics – Member
7. Advisor – Internal/External Member (Expert)

#### Functions:

- Ensure the smooth conduct of the examination process.
- Ensuring adequate number of invigilators for each session of examination.
- The EC shall ensure that the evaluation and moderation process is completed well on time.
- Discussion and validation on eligibility, grace marks, malpractice, result sheet, transcripts and degree certificates shall be conducted.
- Any related issues with Examinations shall be put before the Committee for decision-making and advice.

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



## 20.2 Examination Squad Committee

The Examination Squad Committee shall assist the Examination Committee for each exam to ensure smooth operations and to curb malpractices. The Squad consists of Six members including Faculties, academic and examination staff members.

### The Functions of the Squad is: -

- Examination Cell orients the Squad regularly regarding the visit to the Examination Hall, observing and reporting of malpractice and other related matters.
- The Squad shall conduct surprise checks during the examination sessions scheduled by the Controller of Examinations to monitor students and their activities. They must maintain proper records, including the date, time, and any activities observed during the invigilation for documentation purposes and report to the CoE.
- Based on the report submitted by the Squad and related inquiry by the Cell, the Examination Committee shall discuss and recommend penalties and punishments, as applicable.

## 21. Retention and Disposal of Answer Booklets and Examination Records

### Retention:

Examination Committee is responsible to retain and dispose the examination answer booklets and related records in an appropriate manner at the end of such time as they have served a specifically defined purpose.


The schedule below outlines the minimum storage requirements for examination answer booklets and related documents pertaining to Examinations:


Type of Record	Retention period
Answer booklets and Question papers	5 years
Invigilators log, Malpractice Report, Attendance Sheet, and related materials.	3 years
Question papers, all marks sheets, transcripts and certificates	Soft copy are archived.

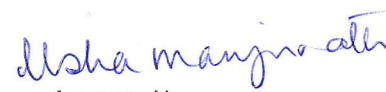
### Disposal:

Records that are ready to be disposed must go through the following procedures:

- Shifting of all answer booklets and other records to the storeroom.
- Answer booklets/MCQ papers/Mark lists/Evaluation sheets/ Question papers etc are arranged and bundled systematically kept in racks in the storeroom.

  
Drafted by  
Ms Sibisha C


  
Reviewed by  
Dr Subodh S Satheesh


  
Approved by  
Dr Usha Manjunath

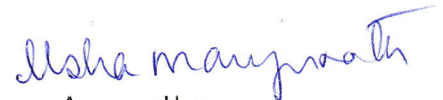
- The Examination Committee shall be responsible for decisions regarding the destruction of records.
- Records must be destroyed by shredding or any other appropriate means.
- Destruction must be handled in a secure and confidential manner.
- Once the destruction is completed, destruction certificates signed by the Committee members shall be transferred to permanent archive.
- The shredded paper bits shall be sold for recycling to approved paper merchants.

## 22. Compliance And Monitoring

The Examination Committee oversees adherence to all aspects related to this Examination policy, documenting any delays or issues, and implementing corrective actions. The Examination Cell shall document and keep relevant records for reviews and audits.

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



## Annexures 1-7

### Annexure 1: Undertaking letter for attendance shortage/ MTA Marks shortage



**Institute of Health  
Management Research**

### UNDERTAKING LETTER

for Attendance / MTA Marks Shortage

Name: ----- Registration No.:-----

Batch: ----- Term: -----

Course Code: ----- Course Title: -----

Reasons for shortage of attendance/MTA Marks.....

.....

I have been counseled and I accept that I will be Allowed/ Not Allowed to write the Term  
End Exam of above-mentioned Module.


.....  
Name and Signature of the Student

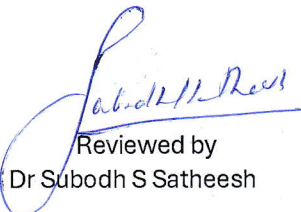
Date ..-----

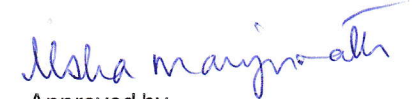
Dr. Subodh S Satheesh  
Controller of Examinations

Dr. Jason D Ugargol  
Dean- Academics and Student Affairs


Ms. Sibisha C  
Examination Executive


  
Drafted by  
Ms Sibisha C


  
Reviewed by  
Dr Subodh S Satheesh


  
Approved by  
Dr Usha Manjunath

## Annexure 2 - Hall Ticket format

 <b>Institute of Health Management Research</b>				Affix Passport Size Photo Here
<b>HALL TICKET</b>				
Reg. No.				Date:
Examination Type		Term End Examination		
Term				
Name				
Exam Time		10:00 AM to 1:00 PM		
Candidate is permitted to appear for the following Examinations				
Course Code	Course Title	Date	Answer Booklet No.	Sign. of the Invigilator
<p>* Candidate should bring Institute ID card to the exam.</p>				
Controller of Examinations			Signature of the Candidate	

  
 Drafted by  
 Ms Sibisha C

  
 Reviewed by  
 Dr Subodh S Satheesh

  
 Approved by  
 Dr Usha Manjunath



### Annexure 3: Question Paper Template

**Post Graduate Diploma in Management (Hospital & Health Management)**  
**PGDM – \_\_\_\_\_ Batch**

Term –

Course Code:

Course Title:

Max. Marks: 70

Reg no:

Date:

Time: 3 Hours

**Instructions:**

- Budget your time as per the marks given for each question and write your answer accordingly.
- Don't write anything on the Question Paper except writing your Registration No.
- Mobile Phones are not allowed.
- Calculators are allowed for computational purposes if permitted by the course coordinator.

**NOTE FOR QUESTION PAPER SETTERS**


**Part A- 15 Questions** (Objective type or very short answer type questions: carrying 1 mark each) or 10 Questions (very short answer type questions carrying 2 marks each)

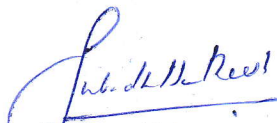
**Part B- 5 Questions** (Short answer questions carrying 5 marks each) or 5 questions carrying 4 marks each. At least two optional questions should be provided


**Part C- 3 Questions** (Long answer questions carrying 10 marks each) or 2 questions carrying 15 marks each. At least one option should be provided.

**Each question should be mapped to Levels (Bloom's taxonomy), Mark each question in the Format below and give it at the end of the question paper.**

Name of the subject (Subject code)				
Part	Question No	Course Outcome	Level	Marks
Part A	1 - 15	CO 1	L1	1
Part B	16-22	CO 4	L3,L4	5
Part C	23-24	CO 3	L2,L6	10

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath

## Annexure 4: Invigilators Log

## INVIGILATOR'S LOG

Exam:

Month. Year 20....

Batch..... Course.....Subject..... Paper Code:

Room No..... Date.....

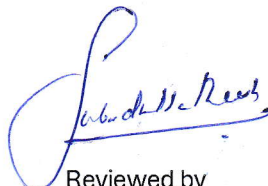
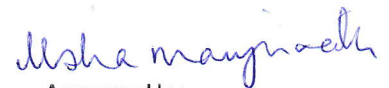
## Register Numbers of Candidates assigned

From	To	Total	From	To	Total
Total Number of Candidates					

Invigilator's Name.....

Designation.....

Answer Books			Answer Books		
From	To	Total	From	To	Total
Grand total					


Drafted by  
Ms Sibisha C

Reviewed by  
Dr Subodh S Satheesh

Approved by  
Dr Usha Manjunath



**Total number of students appearing in the Examination**

---

**Total number of students Present**

---

**Total number of students Absent**

---

**Register Number of Absentees**

---

**Register Number of Candidates  
involved in Malpractice**

---

**Register Numbers of Candidates who  
arrived late**

---

**Total Numbers of Candidates Answer Books  
handed over to Controller of Examinations**

---

*Date.....*

*Signature of the Invigilator*

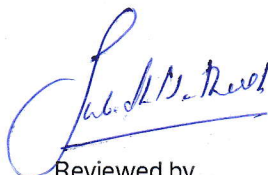
*Signature Controller of Examinations*

**Instructions to Invigilator:**

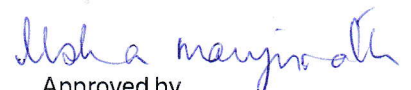
- a. Invigilator should verify the ID card and Hall ticket of the students
- b. The invigilators should obtain the serial number of Answer Book, Name and Signature of Candidates present.
- c. Invigilators should verify that the serial number of the answer sheet is written by the students in
- d. the Hall ticket.
- e. Malpractice detection may be noted in the remarks column & the detailed report should be
- f. submitted separately to the Controller of the examinations.
- g. Also follow the detailed instructions issued separately to Invigilator.



Drafted by  
Ms Sibisha C



Reviewed by  
Dr Subodh S Satheesh



Approved by  
Dr Usha Manjunath

## Annexure 5: Application for Grace Marks Template

### Application for Grace Marks

I, \_\_\_\_\_ bearing the Reg. No \_\_\_\_\_ student of \_\_\_\_\_ studying PGDM (Health and Hospital Management) during the A.Y \_\_\_\_\_ failed in subject \_\_\_\_\_ (limited to two subject) and addition of a few marks as per the policy will enable me to pass in the concerned subject(s). The detail of the failed subject(s) for which the award of grace marks is requested is given below:

SL. No.	Year & Term	Subject code	Subject Name	MTA Marks	TEE marks

**\*I am aware that once the grace marks are awarded, I will not have any claim for the same again.**

I hereby submit that I did not apply for a supplementary examination and will not apply in the future for any supplementary examination for the above-mentioned subject. Hence, I request for processing of my Grace Marks application. Further, I request you to issue me my Consolidated Marksheet at the earliest, after adding grace marks.

#### Signature of the student

Enclosure: Original Marks Memo(s) containing subject for which award of Grace Marks requested.

With reference to the subject cited above, I hereby approve the application for award of Grace marks of Mr./Ms. \_\_\_\_\_, a student of PGDM (Hospital and Health Management) for the subject \_\_\_\_\_ bearing the registration number \_\_\_\_\_.

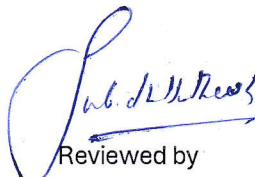
**Seal and signature  
Controller of examinations**

#### Instructions to the Candidates

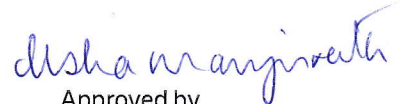
- 1) The candidates can claim grace marks only once during the program
- 2) A separate application should be submitted for claim grace marks
- 3) The candidates shall submit a copy of the mark sheet of the concerned term.
- 4) Grace marks will not be added to the mid-term assessments to attain a minimum pass for the course.
- 5) The candidates shall claim the grace marks within two weeks after the release of the results.
- 6) The maximum grace marks that can be awarded to a student is 8
- 7) The students awarded with grace marks will not be considered for gold medal



Drafted by  
Ms Sibisha C



Reviewed by  
Dr Subodh S Satheesh



Approved by  
Dr Usha Manjunath



**Annexure 6: Revaluation form****Application for revaluation****Date:****CANDIDATE SHOULD CAREFULLY GO THROUGH THE RULES PRINTED OVERLEAF BEFORE FILLING IN THIS FORM.**

This application is to be filled in and signed by the candidate only.

1. Name of Candidate (Block letters) .....
2. Name of Guardian (F/M) .....
3. Registration No.....
4. Course.....
5. Term and Part .....

6. Mobile Number: 

--	--	--	--	--	--	--	--	--	--

7. Term End Examination  Complimentary  Supplementary 

Serial No.	Subject	Date of Exam. Taken	Marks Obtained

**DECLARATION**

*I have carefully read the rules regarding re-evaluation printed overleaf and I agree to be governed by the same. I undertake to surrender my original result and accept the final result when declared by the Controller of Examinations as a result of the re-evaluation applied for by me, as per the rules.*

**(Signature of the Candidate)**

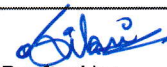
Note:

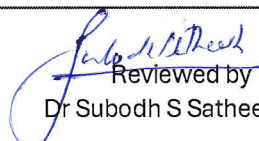
1. Signature of the candidate must correspond to that on Examination form filled in by him/her .
2. Application form is being accepted provisionally subject to verification of details
3. Incomplete application will be rejected summarily.

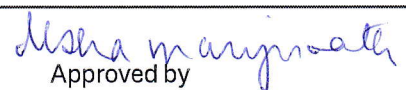
**To be filled by Examination Committee**

Intimation No .....	Received amount .....
Date .....	Receipt No.....
Status after Revaluation .....	
<b><u>RULES FOR RE-EVALUATION</u></b>	
.....	

**Controller of Examinations**

  
 Drafted by  
 Ms Sibisha C

  
 Reviewed by  
 Dr Subodh S Satheesh

  
 Approved by  
 Dr Usha Manjunath

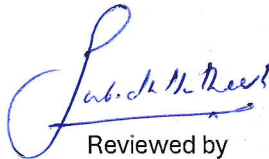
(Candidates seeking reevaluation are advised to go through these rules and regulations before they apply for the re-evaluation).

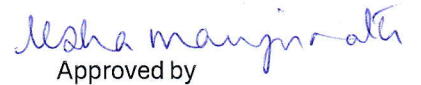
1. Re-evaluation is allowed only in theory papers. For Summer training program/Dissertation, request for re-evaluation is not allowed.
2. Select the papers carefully in which you wish to seek re-evaluation. No second application for additional papers shall be accepted.
3. Re-evaluation is to be applied for within 15 days after release of results.
4. The Candidate is required to produce a photocopy of his/her current Admit card for verification of details like Registration no., etc., at the time of submission of application Form for re-evaluation

PLEASE NOTE :

1. When you apply for re-evaluation, you surrender your original performance and will now accept the revised performance in which: -
  - a. There can be NO CHANGE in the marks,
  - b. There can be INCREASE in the marks,
  - c. There can be DECREASE in the marks.
2. The application is to be filled up by the candidate in his/her own hand-writing and under his/her own signature and not by anyone else on his/her behalf.
3. Prescribed Fee: Rs. 500/- Per paper to be deposited with the Institution Accounts Department.
4. A candidate may apply for re-evaluation for a maximum of three (3) papers in a Term.

  
Drafted by  
Ms Sibisha C

  
Reviewed by  
Dr Subodh S Satheesh

  
Approved by  
Dr Usha Manjunath



**Annexure 7: Malpractice Reporting Form Template**

**Examination Malpractice**

**Batch:**

Term:

Course Name:

DOE:

Invigilator Report:

Incident Reported .....

.....

.....

During the examination of the above-mentioned subject Malpractice was observed in the Examination Hall.

Name of the Students:

SI No	Registration No	Title	Name	Incident
1				
2				
3				
4				
5				

It is Recommended that the students caught with malpractice must repeat the Exam for the Same Subject .....

Acknowledgement of Students:

Sr No.	Registration Number	Title	Name	Signature
1				
2				
3				
4				
5				

Decision from the examination committee

.....

.....



\*\*\*\*\*End of the document\*\*\*\*\*

*Sibisha C*  
 Drafted by  
 Ms Sibisha C

*Subodh S Satheesh*  
 Reviewed by  
 Dr Subodh S Satheesh

*Usha Manjunath*  
 Approved by  
 Dr Usha Manjunath